

State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706

Supplementary Examination Announcement

MOTORIST ASSISTANCE SPECIALIST - 28490

Monthly Salary Range: \$2486 - \$3043

Regular Test - No Option
Option SS - Spanish Speaking
All selected options may be listed on one application.

General duties: A Motorist Assistance Specialist performs varied clerical activities requiring independent judgment in the disposition of citizen telephone inquiries; receives questions and requests for information concerning the Vehicle Emission Test Law; provides rudimentary counseling to motorists concerning their rights under state and federal law; maintains a log of all calls received; directs citizens to correct party to resolve problems.

The requirements for a minimal passing grade are as follows:

Training and Experience: Completion of four years of high school plus one year of general work experience involving extensive public contact; or equivalent combinations of training and experience.

Tests and weights: Training and experience 100%

Length of eligibility period: One year.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Cook (SS).

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706.

Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

6-9-94 (RC-029-07) Salary 7-1-06,
7-16-94 Added Opt. SS,
Counties Updated 3-25-02,
Grade Statement Added 5-07-02